

## POSITION DESCRIPTION

POSITION TITLE: CHILD WELFARE CASE AIDE  
CLASSIFICATION: CLINICAL AIDE  
SALARY LEVEL: PART TIME NON-EXEMPT  
REPORTS TO: FOSTER CARE SUPERVISOR

### I. POSITION SUMMARY:

Provides supportive services such as transportation and visitation supervision for clients of Children's Services Programs (foster care and adoption).

### II. DUTIES/RESPONSIBILITIES:

1. \*Provides transportation for clients as assigned.
2. \*Supervises visits between foster children and their birth families as assigned.
3. \*Maintains thorough documentation for case record and complete all DHS and FSCA required documentation in a timely manner.
4. \*Complies with the administrative and service requirements of DHS and FSCA for Children's Services programs.
5. \*Attends staff meetings as requested.
6. Explains and/or presents the agency programs, goals and philosophies in the community as requested.
7. Assists with program evaluation and/or research as requested.
8. \*Attends training required by FSCA/DHS and utilizes additional opportunities for professional development (i.e. in-service training, conferences, etc.).
9. \*Fulfills the requirements of all agency systems for statistical record keeping, program evaluation, quality assurance, internal control and attendance monitoring.
10. \*Provides other direct or administrative services consistent with agency procedures as assigned by the Immediate Supervisor.

### III. QUALIFICATIONS

- Education: High school diploma or GED.
- Special qualifications: Valid driver's license, reliable transportation and proof of automobile liability insurance.
- Ability to lift 40 pounds.
- Knowledge of child development.
- Cultural sensitivity.

\*Essential job duties per the Americans with Disabilities Act

6/94, October 2001, August 2006, July 2011, February 2012, June 2012, April 2018

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Employee Signature

Date